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1101 30th Street N.W., Suite 500, Washington, DC 20007 / Phone 202-337-9333

**NATIONAL
COMPUTER
SYSTEMS**

FEDERAL GOVERNMENT MARKETING

November 1, 1985

Executive Registry

85- 4331

Mr. John N. McMahon
Deputy Director of Central Intelligence
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. McMahon:

National Computer Systems, Inc. is pleased to announce the opening of its greatly expanded office for Federal Government Marketing located at Suite 500, 1101 30th Street, N.W., Washington, D.C. (202/337-9333).

In conjunction with this opening, and what we feel will be of interest to you and your staff, we are having a series of seminars devoted to the automatic input of Time and Attendance reports. NCS has developed and installed in like agencies a unique, flexible system that fully automates the input preparation function of the Time and Attendance application. This OMR/Microcomputer based system completely eliminates the expensive, error-prone, time-consuming and old-fashioned manual method of input. Designed and field-tested to meet the demands of the Federal Government manager, the system can not only do the traditional bi-weekly method, but even more important, it can provide daily T & A data -- a much sought after piece of information which is being chosen by more and more agencies. While doing this it actually makes it easier for the T & A clerk, because no recapping, balancing, transposing, keying and verifying, etc., are needed at the end of the period. The sheets are ready for immediate, high speed scanning. This flexible system may be centralized or, as more agencies are choosing, decentralized, further eliminating the shipment of documents across town or the U.S.

The seminars will discuss the various system approaches other agencies have used, including daily and bi-weekly, the roster approach, positive versus negative reporting, etc., and also a brief demonstration of the hardware configurations that are used. Lasting 1 1/2 hours each, the seminars will be held on the following dates:

Tuesday	November 19	9:30 am & 2:30 pm
Wednesday	November 20	9:30 am & 2:30 pm
Thursday	November 21	9:30 am

We are confident that this seminar will be informative and productive for you and your staff members, and ask that you call to reserve seats for the session that is most convenient.

Sincerely,


James J. Cannon
Account Manager



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